



DEPARTMENT OF CORRECTIONS  
Health Care Recruitment Unit  
2201 Broadway  
Sacramento, CA 95818

## **CORRECTIONAL HEALTH SERVICES ADMINISTRATOR I (Correctional Facility)**

### **FUNCTION OF POSITION**

Under general administrative direction of the Correctional Health Services Administrator (CHSA) II, nonmedical Correctional Chief Deputy Warden, or Health Care Manager, the Correctional Health Services Administrator I (CHSA-I) has overall medium support services and administrative responsibilities for a medium-sized health care program to include hospital and psychiatric and dental services in a State correctional facility, will plan, organize, implement and maintain necessary health care consistent to the Inmate Medical Services Policy and Procedures. The CHSA-I directs all health services support, custodial and security services, and administrative activities of the hospital, psychiatric and dental program, typically includes nursing, pharmacy, x-ray, clinical laboratory, dietary, rehabilitation services and medical records, administrative responsibilities as fiscal and contact management, recruitment and administrative assistance, implements, directs health care services, inmate custody and security program. CHSA I is part of the administrative team and will manage the support functions and administrative processes for a medium sized health care program at an institutions such as California Institution for Men and the California Men's Colony.

### **MINIMUM QUALIFICATIONS**

**Either I** one year of experience in the California state service in a major hospital administrative or management function, performing medical support services duties at least comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III. **Or II Experience:** Three years of progressively responsible experience in medical health care administration which must have included at least two years with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post-Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.) (Experience in the California state service applied to this requirement must be of at least the level, duration, and type specified in Pattern I)

Education: Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year-to-year basis.)

### **APPLICATION INFORMATION**

The Department application consists of three (3) documents listed below. Additional information may be submitted but is not required. All forms must be completely filled out. Properly completed documents should be sent to the California Department of Corrections, P. O. Box 942883, Sacramento, CA 94283-0001, Attention: Personnel Examination Section. Should you have any questions, please contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at [Health.RecrUIT@corr.ca.gov](mailto:Health.RecrUIT@corr.ca.gov).

1. Standard State Application (STD. 678)
2. Conditions of Employment – 631
3. Recruitment Publicity Questionnaire

**CONTINUED ON REVERSE**

[www.corr.ca.gov](http://www.corr.ca.gov)  
888-232-4584 Toll Free  
916-227-4646 FAX

**SALARY RANGE**

Correctional Health Services Administrator I \$4,727 - 5,703 per month

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “**Hiring Above the Minimum**” salary differential is applicable.

**BENEFITS**

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- California Public Employees' Safety Retirement System (Exempt from paying into Federal Social Security System)
- Enhanced Industrial Disability Leave

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